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## Governor's Grants Program

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# Governor's Discretionary Portion of the Federal Safe & Drug-Free Schools & Communities Act Grant

Fiscal Year 2010  
Grant Application

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m. September 14, 2009  
ON THE GRANT PORTAL**

# **OFFICE OF THE GOVERNOR'S GRANTS PROGRAM**

## **GOVERNOR'S DISCRETIONAR PORTION OF THE FEDERAL SAFE & DRUG-FREE SCHOOLS AND COMMUNITIES ACT (SDFSCA)**

### **GRANT APPLICATION**

**THE APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS  
PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY 11:59 p.m.,  
SEPTEMBER 14, 2009 WILL NOT BE ACCEPTED.**

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.  
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.**

# **GUIDELINES**

## GOVERNOR'S DISCRETIONARY PORTION OF THE FEDERAL SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT GRANT GUIDELINES

The Federal Safe & Drug-Free Schools & Communities Act of 1994 (Title IV of The Elementary and Secondary Education Act of 1965) was reauthorized by the No Child Left Behind Act of 2001 (PL101-110). The purpose of the Governor's Discretionary Portion of the Federal Safe & Drug-Free Schools & Communities Act (SDFSCA) is to support programs that prevent violence in and around schools; prevent the illegal use of alcohol, tobacco and drugs; involve parents and communities; and coordinate with related Federal, State, school and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement. The Governor's Grants Program also defines prevention as the "active process that creates and rewards conditions that lead to healthy behaviors and lifestyles."

Applicants should be aware that the state continues to receive a decrease in SDFSCA funding. Also, the President's budget for next year proposes to eliminate the SDFSCA grant program altogether. As with any grant program, the applicant should be aware the SDFSCA grant program should not be viewed as an on-going funding source. The grant award to the state from this grant program continues to be reduced and the Governor's Grants Program makes no commitment that funding will be available in future years.

Funds will be used to award grants to nonprofit, community, faith-based organizations and public programs of drug and violence prevention and early intervention activities in which mentoring is used to address these activities. Applicants must demonstrate the quality of the program or activity proposed and how the program or activity meets the Principles of Effectiveness.

All grant applicants must base their grant activities on the following **Principles of Effectiveness**:

1. An assessment of objective data regarding the incidence of violence and illegal drug use in the elementary and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems among students who attend such schools (including private school students who participate in the drug and violence prevention program) as determined by local assessment or evaluation activities;
2. An established set of performance measures aimed at ensuring that the elementary and secondary schools and communities served by the program have a safe, orderly and drug-free learning environment;
3. Scientifically based research that provides evidence that the program will reduce violence and illegal drug use;
4. An analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers and assets; or other variables in schools and communities in the

state identified through scientifically based research; and

5. Include meaningful and ongoing consultation with and input from parents in the development of its program.

Priority will be given to mentoring program activities that prevent illegal drug use and violence and serve:

1. Children and youth who are not normally served by the State educational agencies or local educational agencies; or
2. Populations that need special services or additional resources, such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers and suspended or expelled students; or
3. Areas of the state in which mentoring services are not utilized or are underutilized; or
4. Underserved populations.

“Research shows that youth who participate in mentoring relationships experience a number of positive benefits. These benefits include better attendance and attitude toward school, less drug and alcohol use, improved social attitudes and relationships, more trusting relations and better communication with parents and a better chance of going on to higher education.” (*Mentoring: A Promising Strategy for Youth Development Child Trends, 2002*).

#### Definition of Mentoring:

Mentoring is a consistent, structured, stable relationship between youth and a caring role model(s) that:

- Involves regular, ongoing and ideally face-to-face meetings; and
- Is focused on developing the character, capabilities and confidence of the young person(s).

In order to give every Kansas child access to a quality mentoring program, mentoring services throughout the state must be expanded. This grant would be awarded to a program that can provide mentoring services to communities that are currently underserved. This may include the development of a new program or expansion of services by an existing program, with priority given to collaboration which increases the use of mentoring services. The applicant should identify how it is reaching an underserved area and describe the mentoring service that will be used.

Applicants must demonstrate how it will meet the following goal by its mentoring activities: All students will be educated in learning environments that are safe, drug-free and conducive to learning. The ultimate goal of mentoring is to decrease risk factors (substance abuse, violent behavior, etc.) and increase protective factors (pro-social bonding to help schools, communities and families be safe and drug free).

## GRANT AWARD AMOUNT

Applicants should carefully consider the resources needed to successfully implement the proposed grant project. It should be noted that applicants cannot request more than \$35,000 in grant funds.

## LIMITATIONS OF FUND USE

1. Request for grant funds cannot exceed \$35,000.
2. Grant funds shall not supplant other federal, state, or local funds already being allocated for the grant project purposes.
3. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.
4. General salaries and personnel costs are unallowable unless necessary and essential to the grant project's success.
5. Construction, land acquisitions and vehicles are unallowable.
6. The use of grant project funds is prohibited for projects that offer a low probability of reducing drug abuse and violence, as determined by fiscal and program audits and grant project compliance reviews.
7. The use of grant project funds to pay for costs incurred in applying for, administering, or auditing the grant is not allowed. Similarly, indirect costs are not allowed.
8. Items pertaining to the area of magazine subscriptions, membership dues, etc., will not be allowed.
9. Funds for training will not be allowed unless necessary and essential to the grant project's success and must take place in Kansas.

## GRANT APPLICATION DEADLINE

The grant application must be received via the Grant Portal **by 11:59 p.m. September 14, 2009**. See the Grant Application Portal Instructions link at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

## GRANT PROJECT PERIOD

Each grant project funded under this grant program shall be for a period of 12 months from October 1 to September 30. Any funds not expended by September 30, 2010, must be returned to the Governor's Grants Program.

## REPORTING REQUIREMENTS

The following reports are required if SDFSCA funding is received:

1. Monthly **Financial Status Report** that provides fiscal information on the actual expenditures during the month. These reports are due 25 calendar days after the end of each month.
2. Quarterly **Grant Project Narrative Report** that provides a narrative description of the activities provided with grant funds and is due 25 calendar days after the end of each quarter.
3. **Grant Project Statistical Report** that provides statistical information during the grant project period and is due 25 calendar days after the end of the grant project period.
4. The **Projection of Final Expenditures Report** is due July 25, 2010.
5. Grant project analysis and compliance reviews will be conducted by the Governor's Grants Program.
6. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

## GRANT REVIEW COMMITTEE

A grant review committee may assist the Governor's Grants Program staff in determining grant awards for the Governor's Discretionary Portion of the Federal Safe and Drug-Free Schools and Communities Act.

## REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

1. Counties currently without mentoring programs;
2. Direct youth mentoring;
3. Mentoring underserved populations;
4. Proposed budget is not more than \$35,000;
5. Record of successful implementation of mentoring programs and activities that serve youth and families;
6. Documentation and understanding of the problem as it relates to drug use and violent behavior;
7. Quality of the needs assessment in terms of proposed services for youth and families;
8. Demonstration of clear, measurable and appropriate grant project objectives, consistent with the evaluation criteria outlined in the grant application instructions;
9. The efficacy of evaluative components, both programmatic and fiscal;
10. Community support and collaboration for the SDFSCA proposed grant project;
11. Relevant budget information;
12. Receipt of other federal, state or local funding; and

13. How well the grant project meets the Principles of Effectiveness criteria.



## GENERAL INSTRUCTIONS

Instructions to complete a grant application on the Grant Portal are located at <https://www.accesskansas.org/ssrv-ksgrants/index.do> and click on the “Application Portal Instructions link on the left-hand side of the screen under Site Navigation.

**\*Please note that for purposes of this application and grant program, SDFSCA grant request cannot exceed \$35,000.**

**\*\*Please note that for purposes of this application and grant program, SDFSCA grant funds will not be used to reimburse mileage expenses in excess of the applicant’s approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per their agency policy, the applicant should be aware that no grant funds administered by the Governor’s Grants Program can be used to make up the difference.**

**\*\*\*Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

### **PROJECT NARRATIVE (Attachment #1)**

Upload the ‘Project Narrative’ requirements in Times New Roman 12 point font size. Keep the information as brief as possible and explanatory statements clear and concise. Do not submit any items not specified in the instructions (i.e. pictures, news articles, letter of support) other than those requested. Do not include appendices, brochures, etc. The following sections are to be included in the Project Narrative.

#### **Prior Accomplishments:**

Please share specific agency accomplishments over the previous 12-month period, specifying dates used. Include the number of youth and families served by the agency. Describe any evaluations conducted and explain the results. If currently receiving SDFSCA funds, report the number of youth and families served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

**The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project’s evaluation plan should be used to demonstrate progress made toward achieving the goals and objectives.**

#### **Problem Statement and Needs Assessment:**

The submission of an application presumes there is a definable problem, which will be solved either in whole or in part for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the

problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics which support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, school data, law enforcement reports, assessing the community, input from clients or beneficiaries of the agency, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of youth and families the applicant projects to serve with these grant funds. If the request for funds has increased from the previous year's request, be sure to explain the need for additional funds and explain what additional services will be provided.**

### **Principles of Effectiveness:**

Explain how this grant project meets the Principles of Effectiveness criteria as outlined on page four, under the grant Guidelines.

### **Proposed Grant Project Goal(s) and Objective(s):**

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency but specific to the SDFSCA grant project. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

**Follow the format below when writing the grant project goal(s) and objectives.**

Example: Goal I: Teen drug involvement in Springfield will decrease through mentoring activities.

Objective	Activities	Person Responsible	Time Frame
1. Coordinator for mentoring program will be hired.	1. Job notice will be posted. Interviews will be conducted.	1. Program Director	1. October 1, 2009 - December 31, 2009.
2. Drug use among junior high students will decrease by 5%. Baseline number gathered from 2008 KCC survey results.	2. (a) Mentor program will be implemented. (b) Mentees will participate two times a week.	2. Coordinator	2.(a) by November 1, 2009 (b) November 1, 2009 – September 30, 2010.
3. Youth ages 8 – 15 will participate in the	3. Mentors and Mentees will meet	3. (a) Coordinator (b) Mentors	3. (a) By December 31, 2009.

mentor program.	once a week.		(b) January 1, 2010-September 30, 2010; Progress will be monitored monthly.
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### **Proposed Grant Project Monitoring, Evaluation and Determining Results:**

Describe the procedure for monitoring the proposed grant project. These are the activities occurring on a periodic basis during the grant project period, which determines whether the grant project objectives are being implemented according to the time frame provided. Who will track the proposed grant project throughout the grant project period, what data will be collected and how the information that is monitored will be used to encourage success of the proposed grant project?

Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

### **Proposed Grant Project Staffing Pattern:**

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring and evaluating the proposed grant project's progress.

### **Proposed Grant Project Collaboration:**

Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

### **Underserved Populations:**

Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; people with disabilities; geographic isolation; etc.

**Civil Rights Contact Information:**

Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

**Current Audit Report Information:**

**If the applicant is a nonprofit, community or faith-based organization, and** the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so and include information on what period was covered, who did the audit and when it was done.

If the Governor's Grants Program has *not* previously received a copy of the nonprofit program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

**If the agency is a city or county government,** a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

**CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS (Attachment #2)**

Submit the applicant's current and next fiscal year budgets, including balanced **income and expenses.** If the applicant is under the umbrella of a larger entity, submit the budgets developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example of Income Budget:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	\$10,000	Projected	7/09
United Way	5,000	Received	5/09
Walk-A-Thon	500	Collected	2/09
SDFSCA-GOV	<u>25,042</u>	Requested	9/09
Total Agency Income	\$40,542		

Note: Budget expenses are also required.

### **PROOF OF 501(C) STATUS (Attachment #3)**

If the applicant is a **nonprofit, community, or faith-based organization**, submit proof of the agency's exempt status as determined by the Internal Revenue Service.

### **SECRETARY OF STATE REGISTRATION (Attachment #4)**

If the applicant is a **nonprofit, community or faith-based organization**, submit a **current** (less than one year old) copy of the agency's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

### **STATE AND FEDERAL CERTIFICATION FORMS (Attachment #5)**

Read, sign, date and upload the required certification forms. To download the certification forms, go to <http://www.governor.ks.gov/grants/policies/docs/cert.pdf>.

## GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at <https://www.accesskansas.org/ssrv-ksgrants>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at [helpcenter@ink.org](mailto:helpcenter@ink.org) or 800-452-6727.

### ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."


**There is only one login ID accepted per agency.** To complete an Access Request to submit to the Governor's Grants Program, go to <https://www.accesskansas.org/ssrv-ksgrants/access.do>.

The screenshot shows a web browser window with the address bar displaying <https://www.accesskansas.org/ssrv-ksgrants/access.do>. The page header includes the text "Kansas.gov: The Official Web site of the State of Kansas" and the "Governor's Grants Program Grant Portal" logo. The logo features the text "Office of the Governor Kansas" next to a small image of the Kansas State Capitol. The main content area is divided into two columns. The left column contains a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". Below this menu are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The right column contains a paragraph of text explaining that organizations need to register with the portal and provide a login and password. It also states that the Authorized Certifying Official for the organization will be considered the primary contact and the access administrator. Below this text is a section titled "Organization Information" which contains three required fields: "Agency Name:", "FEIN:", and "Street Address:". Each field is preceded by a blue triangle icon indicating that the information is required. The fields are represented by text input boxes.

Fill in the information requested in the appropriate fields and click on "Submit."

Address <https://www.accesskansas.org/ssrv-ksgnants/accessRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**  
**Kansas**

## Governor's Grants Program Grant Portal

**Site Navigation**  
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[Home](#)  
[Contact Us](#)

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[<< Kansas Web site](#)

Verify the information below is correct then select "Continue." If you need to edit any of the information, select "Modify."

**Organization Information**

Agency Name: **test**

FEIN: **999999999**

Street Address: **test**

City: **test**


State: **KS**

Zip Code: **99999**

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

Address <https://www.accesskansas.org/ssrv-ksgnants/submitRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**  
**Kansas**

## Governor's Grants Program Grant Portal

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The test's request for an access account has been successfully submitted. An email response regarding the status of your access account should be received within three business days. If you have any questions, please contact the Governor's Grants Program at 785-291-3205.

[Portal Policies](#) | [Help Center](#) | [Site Survey](#)

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If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the [Help Center](#) and contains a temporary password for login.

## ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

The screenshot shows the 'Governor's Grants Program Grant Portal' page. At the top, it says 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. On the left side, there is a login section with fields for 'E-mail address:' and 'Password:', a 'Log in' button, and a 'forgot password' link. Below the login section is a 'Site Navigation' menu with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'Introduction' followed by 'Governor's Grants Program' and the tagline '"Creating S.A.F.E. Communities"'. Below this is a paragraph describing the program's mission: 'The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs.' At the bottom right, there is a link: 'Learn more about the Governor's Grants Program.'

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left side, there is a 'My Account' section with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is a 'Site Navigation' menu with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'My Grant Portal - Welcome Jill Stewart' followed by a welcome message: 'Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.' Below the welcome message is a 'Messages' section with tabs for 'Messages', 'Search', 'Current', and 'Archived'. Under the 'Messages' tab, there is a 'Message Inbox' section with a message that says 'You have 0 new messages.'



The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows the 'Change Password' page of the Governor's Grants Program Grant Portal. The page has a blue header with the text 'Kansas.gov: The Official Web site of the State of Kansas' and the 'Office of the Governor Kansas' logo. The main title is 'Governor's Grants Program Grant Portal'. On the left, there is a sidebar with 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us). The main content area is titled 'Change Password' and contains instructions: 'Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & \* " : < ; > = ? ^].'. Below the instructions, there are three input fields labeled 'Current password:', 'New password:', and 'Retype new password:', each preceded by a blue triangle icon indicating required information. At the bottom of the form are 'Submit' and 'Cancel' buttons.

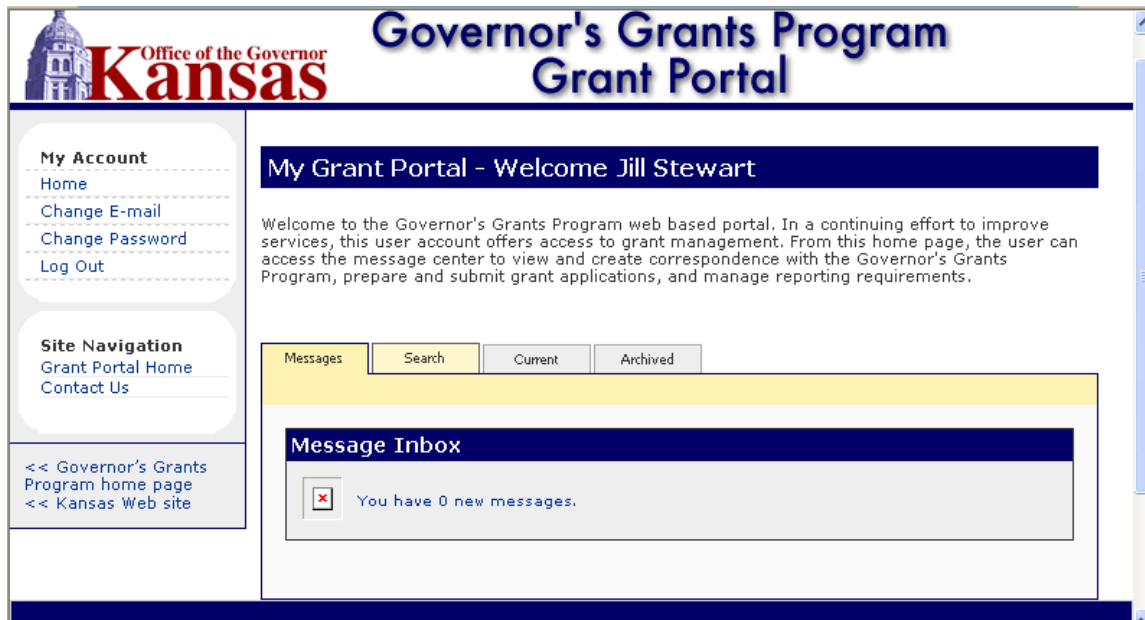
The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same 'Change Password' page, but now it displays a success message: a green checkmark icon followed by the text 'Congratulations! You have successfully updated your password.' The sidebar and header remain the same as in the previous screenshot.

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

## **SUBMITTING THE APPLICATION**

Log in to the Grant Portal following the instructions above titled "Accessing the Grant Portal."



To begin a new application, go to the 'Search' tab in the middle of the screen.

Home  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Contact Us](#)

<< Governor's Grants Program home page  
 << Kansas Web site

Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

Messages Search Current Archived

**Search For Grants**  
 To apply for a new grant, use this box to search all available grants.

Keywords:

Organization Type:

Grant Type:   
 Any  
 Crime Victim Services  
 Law Enforcement  
 Criminal Justice

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'

[Grant Portal Home](#)  
[Contact Us](#)

<< Governor's Grants Program home page  
 << Kansas Web site

**Search Results**  
 { 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	<a href="#">Full Guideline Text   Apply</a>

Keywords:

Organization Type:

Grant Type:   
 Any  
 Crime Victim Services  
 Law Enforcement  
 Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

**NOTE:** Once the user has clicked on ‘Apply’ to begin an application, the application will appear in the user’s ‘Current’ screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The header includes the state logo and the text 'Office of the Governor' and 'Governor's Grants Program Grant Portal'. The left sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us, and back links to the program home page and Kansas Web site). The main content area is titled 'Application' and features five tabs: 'Introduction' (selected), 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'Introduction' tab displays instructions on how to apply for a grant, listing three steps: General Information, Budget, and Attachments. An important note states that all sections must be completed before submission.

Kansas.gov: The Official Web site of the State of Kansas

Office of the Governor  
**Kansas**

**Governor's Grants Program  
Grant Portal**

**My Account**  
Home  
Change E-mail  
Change Password  
Log Out

**Site Navigation**  
Grant Portal Home  
Contact Us  
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**Application**

Introduction   General Info.   Budget   Attachments   Submit

**Introduction**

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

**IMPORTANT:** Start with any section, but complete ALL sections before submitting the grant application.

There are five tabs across the top of the page. The user will start on the ‘Introduction’ tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

### **General Information**

Click on the ‘General Info.’ tab in the middle of the screen.

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Office of the Governor  
**Kansas**

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## Application

Introduction

**General Info.**

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### General Information

Use the tabs above to navigate through the application process.

► Indicates required information

**Organization Information**

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

**Primary Contact**

The primary contact listed will receive ALL correspondence from this office regarding this grant application.

► Name:

► Phone:  Ext:

► Fax:

► E-mail:

**Project Information**

► Proposed Grant Project Name:

► County(ies) in which proposed grant project will operate (use "control key" to select multiple counties):

Statewide  
Allen  
Anderson  
Atchison

► Brief description of proposed grant project (max 100 characters):

When all the data is entered, click on 'Save.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

Kansas.gov: The Official Web site of the State of Kansas

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### General Information Verification

Use the tabs above to navigate through the application process.

Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.

**Applicant Identification**

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

Fax: 555-555-5555  
E-mail: sample@email.org

### Project Information

Proposed Grant Project Name: **Sample Project**

County(ies) in which proposed grant project will operate: **Statewide**

Description of proposed grant project: **Sample project for demonstration.**

If awarded, these funds will:

**Create a new grant project or service activity.**

[Continue](#) [Modify](#)

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

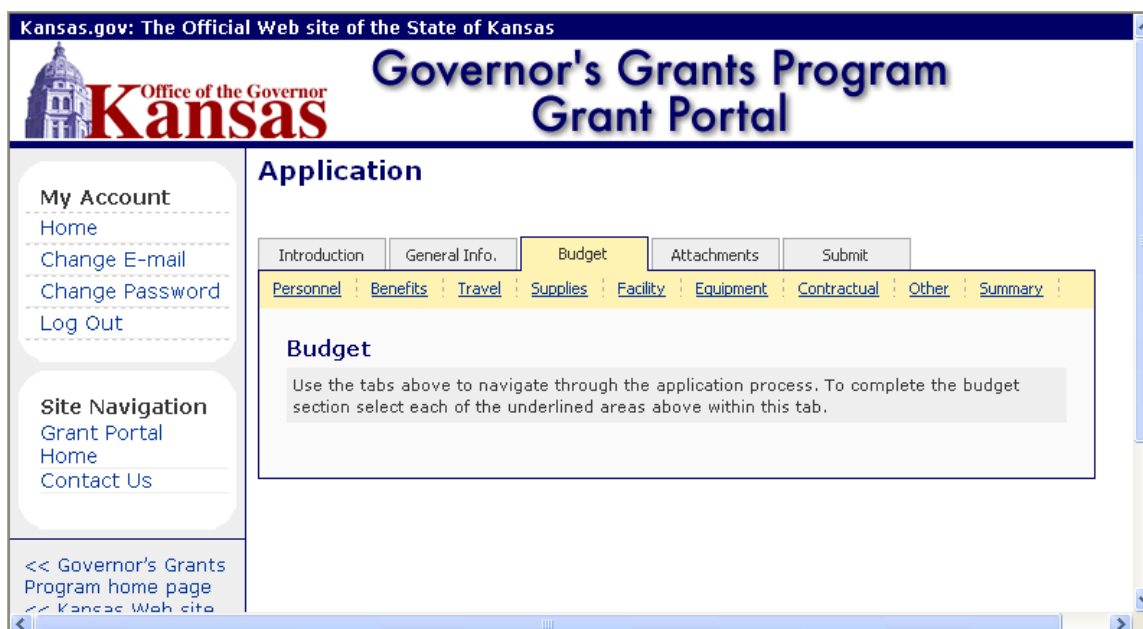


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

### **Budget**

To continue with the application, click on the 'Budget' tab in the middle of the screen.

**NOTE:** All budget line item requests must be rounded off to the nearest whole dollar.



The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

The screenshot shows the 'Governor's Grants Program Grant Portal' interface. The header includes the Kansas state logo and the text 'Office of the Governor' and 'Governor's Grants Program Grant Portal'. The left sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us). The main content area is titled 'Application' and features a series of tabs: Introduction, General Info., Budget (selected), Attachments, and Submit. Below these are sub-tabs for Personnel, Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The 'Budget: Personnel' section includes a message: 'Use the tabs above to navigate through the application process.' and a note: 'Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.' Below this is a table with columns: Title, Position Status, Dollar Amount, and Action. An 'Add Personnel' button is located below the table. At the bottom, the 'Personnel Total:' is displayed as '\$0'.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'



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Personnel Benefits Travel Supplies Facility Equipment Contractual Other Summary

**Budget: Add Personnel**

Use the tabs above to navigate through the application process.

► Indicates required information

► **Title:**

► **Position Status:**

► **Dollar Amount:**  Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.

► **Description:**  Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project.

**NOTE:** *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

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**Budget: Personnel Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. $\$18/\text{hour} \times 1,040 \text{ hours/year} \times 100\% \text{ of time on project} = \$18,720$

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the new Personnel line item appears.

**Application**

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**Budget: Personnel**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify   Delete

Add Personnel

**Personnel Total:**

\$18,720

The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the 'Budget' tab.

**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

**Benefits Total:**

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

**Budget: Add Fringe Benefits**

Use the tabs above to navigate through the application process.

► Indicates required information

► <b>Type:</b>	FICA	
► <b>Dollar Amount:</b>	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
► <b>Description:</b>	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a ‘Description’ is not required. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

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**Budget: Fringe Benefits Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Type:	<b>FICA</b>
Dollar Amount:	<b>\$1,432</b>
Description:	<b>\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432</b>

[Continue](#) [Modify](#)

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance		<a href="#">Modify</a>
Health Insurance		<a href="#">Modify</a>
Worker's Compensation		<a href="#">Modify</a>
Retirement		<a href="#">Modify</a>

[Add Fringe Benefits](#)

**Benefits Total:**

\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

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### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance	\$0	<a href="#">Modify</a>
Health Insurance	\$0	<a href="#">Modify</a>
Worker's Compensation	\$0	<a href="#">Modify</a>
Retirement	\$0	<a href="#">Modify</a>

Add Fringe Benefits

**Benefits Total:**  
 \$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

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### Budget: Summary

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	<a href="#">Modify</a>	\$18,720
	Fringe Benefits	<a href="#">Modify</a>	\$1,432
	Travel/Training	<a href="#">Modify</a>	\$0
	Supplies/Communications	<a href="#">Modify</a>	\$0
	Facility	<a href="#">Modify</a>	\$0
	Equipment	<a href="#">Modify</a>	\$0
	Contractual Services	<a href="#">Modify</a>	\$0
	Other	<a href="#">Modify</a>	\$0
<b>Grand Total:</b>			<b>\$20,152</b>

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the 'Modify' link to go directly to that budget screen for

editing.

**NOTE:** *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

### **Attachments**

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

**Application**

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**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

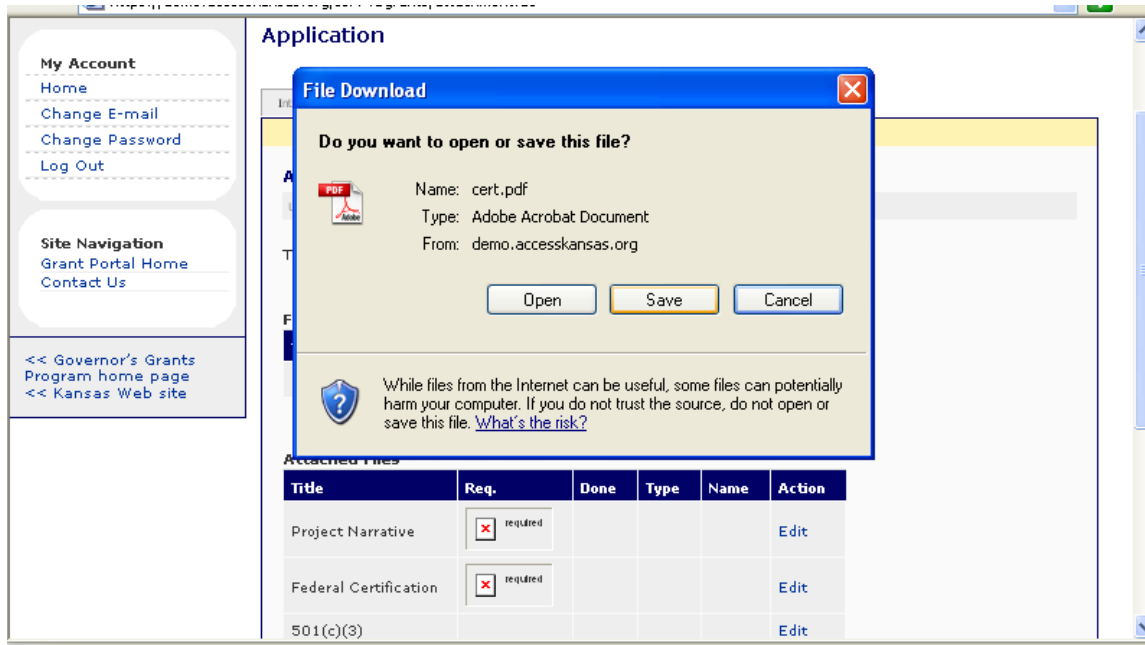
**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

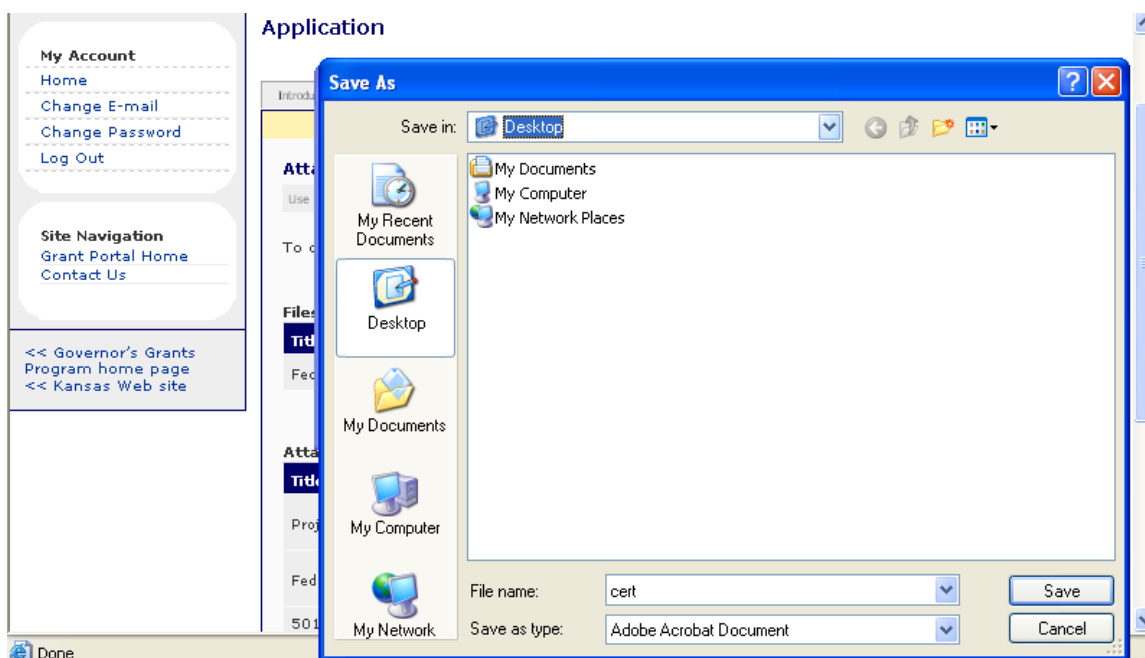
**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required				<a href="#">Edit</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

Form documents that applicant’s are required to use are found under the heading “Files associated with this grant.” Click on the ‘Download’ link to access the required form.



The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.

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Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				<a href="#">Edit</a>
Federal Certification	required				<a href="#">Edit</a> <span>Edit file</span>
501(c)(3)					<a href="#">Edit</a>

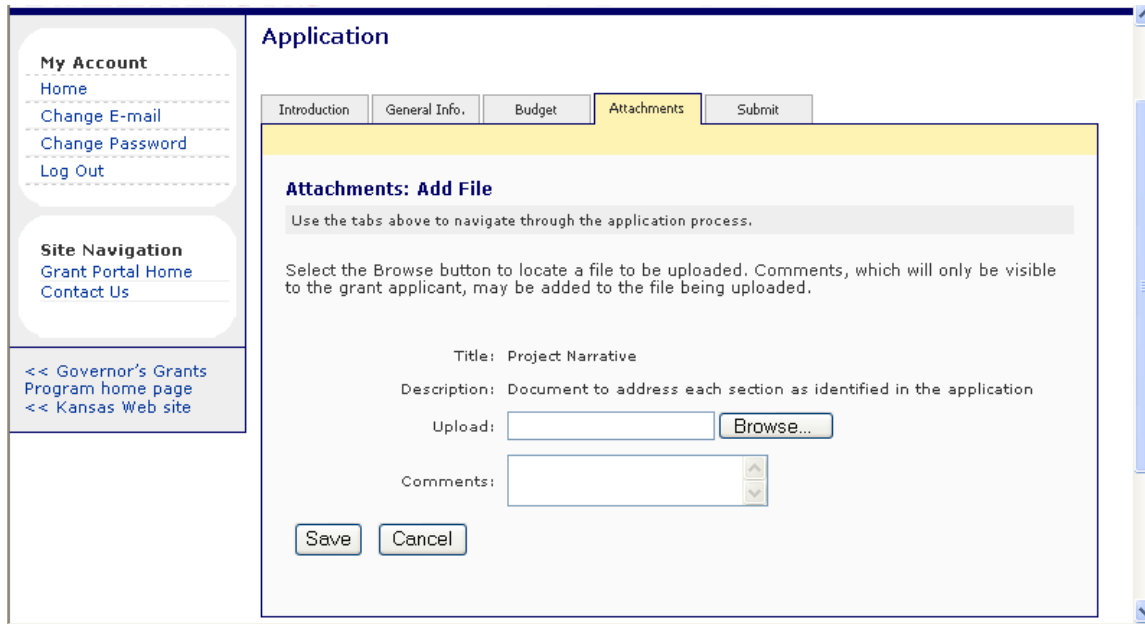
Add Attachment

Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

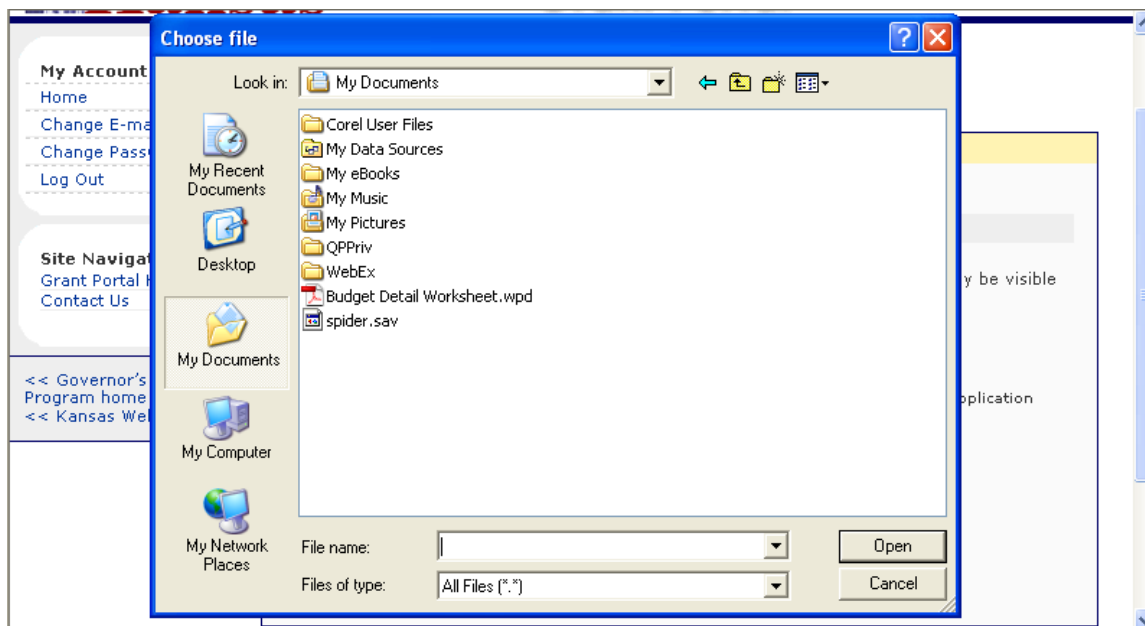
**NOTE:** The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user’s organization must provide.

To upload a required attachment, click on the ‘Edit’ link next to the appropriate attachment title.





Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

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### Attachments: Add File

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Title: Project Narrative

Description: Document to address each section as identified in the application

Upload:  [Browse...](#)

Comments:

[Save](#) [Cancel](#)

The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save' at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

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### Attachments: File Information

Use the tabs above to navigate through the application process.

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

[Continue](#)

A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.

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### Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	<a href="#">Delete</a>   <a href="#">View</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

Add Attachment

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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#### Attachment Confirmation

Use the tabs above to navigate through the application process.

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

Add Attachment

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

### **Submit**

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

**Application**

Introduction General Info. Budget Attachments **Submit**

**Submit Application for Review**

Use the tabs above to navigate through the application process.

The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Application Section	Action
	General Information	<a href="#">Modify</a>
	Budget	<a href="#">Modify</a>
	Attachments	<a href="#">Modify</a>

**After the application has been successfully submitted, the information can no longer be edited, but can be viewed.**

[Submit Application](#)

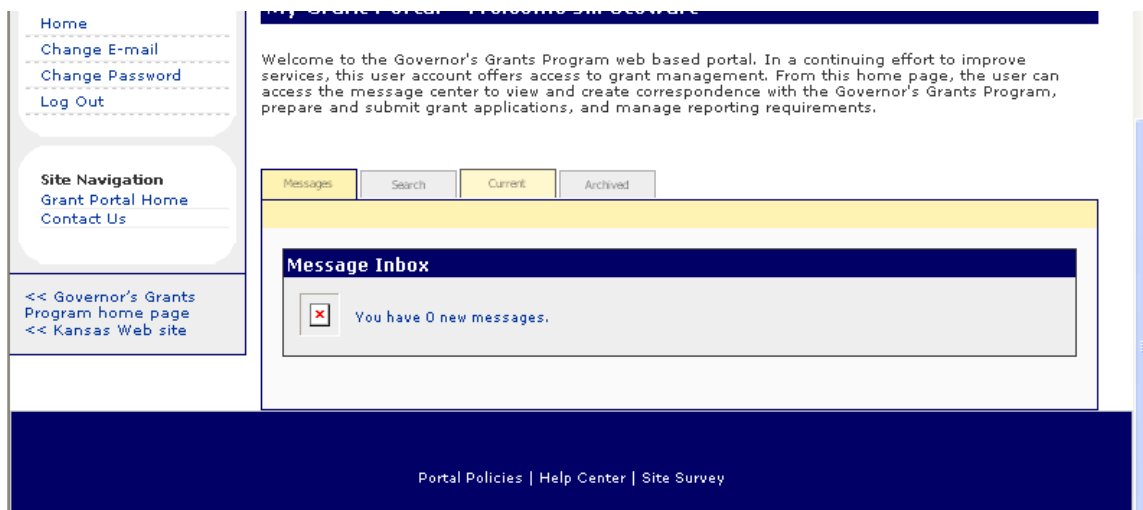
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

**NOTE:** After submitting the application, it is locked to the user for any edits and may only be viewed.



The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.

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Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

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SAMPLE-AWARD	Sample Grant	Approved	<a href="#">View</a>	
	Sample Grant	Pending	<a href="#">View</a>   <a href="#">Withdraw</a>	

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In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.